

<h1>Application for Colorado Division of Housing Loan/Grant Assistance</h1>		GRAY SHADED AREAS ARE FOR STAFF USE ONLY	
		Date Received	
		Project #	
AMOUNT REQUESTED: \$ _____		Loan _____ Grant _____	
APPLICANT CONTACT INFORMATION			
Applicant (Organization Name and Address)		Subgrantee (Organization Name and Address)	
Chief Elected Official, Executive Director, or President: Name: Title: Address (if different from above):		Phone No: Fax No: Email: Federal Tax ID No:	
Designated Contact Person for Application: Name: Title: Address (if different from above):		Phone No: Fax No: Email:	
TYPE OF ORGANIZATION		TYPE OF PROJECT	
Municipality/County/Consortia		Rental	
Nonprofit (attach IRS determination)*		Homeownership	
CHDO (Community Housing Development Organization)		Rental Assistance	
Public Housing Authority		Group Home or Shelter	
Private For-Profit Developer		Other (Specify)	
TYPE OF PROJECT ACTIVITIES (Check all of the activities involved in your project)			
New Construction		Rehabilitation	
Tenant-Based Rental Assistance		Infrastructure Improvements	
Program Administration		Acquisition	
Home Buyer Program		Other (Specify)	

PROJECT INFORMATION SHEET

PROJECT LOCATION (We need a SPECIFIC location):

Street Address: (If not available, please list the location): _____.

City _____ County _____ Zip _____ # Acres _____.

**Attach Legal Description.

SITE CONTROL STATUS:

**Attach documentation.

_____ OWNED

_____ CONTRACT

_____ LEASE

Expiration Date: _____.

Term: _____.

ZONING STATUS:

Site is presently zoned: _____.

Is the present zoning conforming or nonconforming? If nonconforming when will zoning change or PUD be granted?

COMMUNITY SUPPORT: Describe efforts made to build community support for this specific project and the results of those efforts.

**Also attach a Consolidated Plan Consistency Letter (from your local government, if it administers HOME funds, or from DOH). **Attach letters of commitment for funds or services from local sources.

LOWERING THE COST OF AFFORDABLE HOUSING: In general, what steps has the local government taken to lower the cost of affordable housing and/or otherwise promoted the project?

NARRATIVE

Under the Narrative Section of the Application, answer the following questions for the project or program that you are proposing (use additional sheets as needed):

- Describe the location of the project and its proximity to community amenities and services such as public transportation, employment, social services, etc. For programs, describe the geographic area it will serve.
- For new construction or acquisition projects, describe the site, buildings, common spaces, etc., and attach site plans, elevations, floor plans and/ or photos.
- For programs such as down payment assistance, describe the program's loan rates, terms, average and maximum loan amounts.
- For new construction projects, describe which utilities are available at the site. Explain any offsite infrastructure (utility or roadway extension) costs to the project. For single-family subdivisions, explain whether the purchasers of the units be assessed any special district fees to recapture land improvement costs?
- Describe other financing commitments, including the terms (interest rate, fees, length of loan, etc) and level of commitment. Include construction as well as permanent sources.
- Describe the market demand or need for the project or program. For new construction projects, attach a third-party professional market analysis. Under certain conditions, DOH may also require a market analysis for acquisition projects.
- Describe your capacity to complete this proposal by identifying similar projects that your organization has completed, and summarize their outcomes.

PROJECT PROFORMA

- Replace this page with the CDOH Project Performa Excel Spreadsheet that can be found on the CDOH web-site www.dola.state.co.us
- The Colorado Housing and Finance Authority's (CHFA) Tax Credit Application should be submitted to replace this page in the case of the tax credit projects.

REGULATORY INFORMATION SHEET

<p>• PROGRAM INCOME Program income is revenue generated from investment of HOME and CDBG funds. HUD requires that the applicant report quarterly on the amount & use of program income. Examples of program income include: revenue from the sale of property acquired with federal funds and repayment of federally financed loans made by the applicant.</p>		
Will any program income be realized from the proposed investment of requested funds?	YES	NO
If yes, will the applicant or another organization retain the program income? If not the applicant, who? If you plan to retain program income do you know how it will be used?		
<p>• ENVIRONMENTAL ISSUES - For questions contact: Eric Bergman (303) 866-4552, unless otherwise indicated</p> <p>Before CDBG and HOME funds can be obligated, expended, or drawn down from the state, the grantee must complete and submit an environmental review for each project. The extent and complexity of each environmental review will be based on the nature of the project activity. Projects like tenant-based rental assistance, rehabilitation, and new construction will all have different levels of environmental review, based on their respective environmental impacts. For projects involving rehabilitation and construction, grantees will have to examine a number of factors, including: historic preservation, flood hazards, ambient noise levels and proximity of explosive hazards and airport clear zones. In some instances, additional publication requirements in a local paper may also be necessary. An overview of federal environmental review requirements and corresponding environmental review forms can be found on the DOLA website at www.dola.state.co.us/LGS/FA/CDBG/CDBG-guidebook.htm.</p> <p>For more information on environmental review requirements, grantees can contact Eric Bergman at 303.866.4552 or by e-mail at eric.bergman@state.co.us.</p> <p>LEAD-BASED PAINT/ASBESTOS</p> <p>There are a number of federal requirements for notification, evaluation and reduction of lead-based paint hazards for housing projects before 1978 receiving federal funding. Similarly, there are a number of inspection requirements and mitigation measures associated with asbestos in older housing projects. If a grantee suspects that either lead-based paint or asbestos is present on a project site, it is important to contact your project monitor.</p> <p>For more information on lead-based paint/asbestos issues, please contact Rick Hanger at 719.544.2466 or by e-mail at rick.hanger@state.co.us.</p>		
When using federal funds environmental reviews are required. If we can mitigate any potential environmental issues at the application stage it can minimize added time and cost to the project.	YES	NO
For housing rehabilitation requests: Has there been an evaluation of asbestos hazards? Lead-based paint hazards? **If Yes, attach a copy of the report(s). For questions contact: Rick Hanger, (719) 544-2466		
Will the project be undertaken in flood hazard areas? **Attach a flood plain map. For questions contact: Larry Lang, Colorado Water Conservation Board, (303) 866-3311		

REGULATORY INFORMATION SHEET, con't

• ENVIRONMENTAL ISSUES, con't																							
Will the project be near a geological hazard area, or affect historical, archeological or cultural resources? For questions contact: Pat Rodgers, Colorado Geological Survey, (303) 866-2611 Dan Corson, State Historical Society, (303) 866-2673.																							
Will the project be located within 1,000 feet of a major highway, 3,000 feet of a railroad, 15 miles of a commercial airport or near military airfields or some other major noise source?																							
Will the project be located within one-mile of aboveground storage tanks, transmission pipelines or loading facilities for explosive or fire-prone substances?																							
If you answered yes to any of the above, what alternatives have been considered? How do you plan to mitigate the adverse effects? **Attach a separate explanation describing your mitigation plans. <u><i>This does not replace the HUD Environmental Clearance</i></u> **If a Phase I Environmental Audit has been completed, please attach a copy.																							
• PROJECTED PROGRAM OUTCOMES																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right; width: 10%;">TOTAL:</td> <td style="width: 40%;"></td> </tr> <tr> <td>Number of units meeting the Energy Star standards:</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td>Number of units designated for persons with HIV/AIDs:</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td> Of those, the number of units for chronically homeless:</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td>Number of units designated for homeless:</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td> Of those, the number of units for the chronically homeless:</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td>Number of units meeting the 504-accessible:</td> <td style="text-align: right;">_____</td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 10px;">When using federal funds, section 504 requires that in projects of 5 or more new rental units, 5 percent of all units must be accessible to persons with disabilities according to the Uniform Federal Accessibility Standards and 2% must be sensory adaptable. There are similar requirements for projects that make substantial alterations. The remainder must meet the accessibility requirements of the Federal and State Fair Housing Act, which require that all units in elevator buildings and ground units in other buildings be accessible. For questions contact: Teri Davis (303) 866-4462</p>				TOTAL:		Number of units meeting the Energy Star standards:	_____		Number of units designated for persons with HIV/AIDs:	_____		Of those, the number of units for chronically homeless:	_____		Number of units designated for homeless:	_____		Of those, the number of units for the chronically homeless:	_____		Number of units meeting the 504-accessible:	_____	
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Number of units meeting the 504-accessible:	_____																						
• DAVIS BACON WAGE RATES																							
Contact Lucia Smead at (303) 866-3218 with questions or for local Davis Bacon wages rates																							
Are Davis Bacon Rates included in your construction cost estimates? See Attachment E to determine if Davis Bacon applies.	YES <input type="checkbox"/>	NO <input type="checkbox"/>																					

REGULATORY INFORMATION SHEET, con't

• ACQUISITION ISSUES – For questions contact Teri Davis (303) 866-2771		
Will the proposed project involve the acquisition of any land or buildings?	YES	NO
Has the Fair Market Value of the property been established by an appraisal or market comparison with at least three other properties? **Attach appraisal or data on comparables. If not, how was "Fair Market Value" estimated?		
Has the seller/owner been notified of the Fair Market Value and signed the appropriate Voluntary Transaction letter? ** (See sample letter in Attachment F, and attach completed letter as Attachment F) Date of Notification:		
• RELOCATION ISSUES – For questions contact Teri Davis (303) 866-2771		
**For any project involving the acquisition of occupied rental units, attach a copy of the General Notice to Tenants.	YES	NO
Will the proposed project activity directly result in permanent, temporary or economic displacement of existing tenants? If yes, contact the Division of Housing staff, since there are mandatory actions and time frames that must be met to minimize relocation cost.		
If yes, are the displaced households considered low-income? **Attach documentation of current resident incomes.		
If yes, what steps have been taken to minimize displacement?		
If yes, what assistance/benefits will be provided to displaced households?		
• REPLACEMENT ISSUES – For questions contact Teri Davis (303) 866-2771		
Will the proposed project result in the demolition or change in the use of any existing low income housing units?	YES	NO
If yes, what plans have been developed to replace the units and ensure that they stay at or below "Fair Market Rent" for 10 years?		

AUTHORIZED SIGNATURE SHEET

The Chief Elected Official of the governmental unit, officer of the private corporation, or appropriate signatory must sign below. Additional signatures are required only in the case of "multi-jurisdictional" applicants. If this is a multi-jurisdictional application, the Chief Elected Official of each municipality and county participating in the application must sign.

To the best of my knowledge and belief, statements and data in this application, including the required Statement of Assurances and Certifications (Attachment A), the attached tables and other documentation, are true and correct.

Signature	Signature	Signature
Name (Typed or Printed)	Name (Typed or Printed)	Name (Typed or Printed)
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
Name (Typed or Printed)	Name (Typed or Printed)	Name (Typed or Printed)
Title	Title	Title
Date	Date	Date

Checklist for Attachments A – H

Check below whether this document is included with the application. If an attachment is not included, please indicate when it will be submitted.

<u>Attachments</u>	<u>DOH Document</u>	<u>Submitted</u>	<u>If not submitted, when will it be submitted?</u>
A. Statement of Assurances and Certifications	Yes		
B. Disclosure Report	Yes		
C. Public Hearing Announcement & Certification of Publication	Sample provided		
D. Residential Antidisplacement and Relocation Assistance Plan	Yes		
E. Davis-Bacon Exemption Checklist	Yes		
F. Acquisition of Land and/or Buildings – Sample Letter to Owner	Sample provided		
G. Request for Taxpayer Identification Number (TIN) Verification	Yes		
H. Immigration Certification	Sample provided		

ATTACHMENT A

APPLICANT STATEMENT OF ASSURANCES AND CERTIFICATIONS

The application must adhere to the following assurances and certification, that it:

- 1) possesses legal authority to apply for the loan/grant and to execute the proposed project, and its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances required, and directing and authorizing the applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and
- 2) will give the State, the U.S. Department of Housing and Urban Development (HUD), and any state authorized representatives access to and the rights to examine all records, books, papers or documents related to the application and grant
- 3) it is following a detailed citizen participation plan which:
 - I. provides for and encourages citizen participation that emphasis on participation by persons of low and moderate income who are residents of areas which Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Housing Development Grant (HDG) and Revolving Loan Fund (RLF) funds are proposed to be used;
 - II. provides citizens with reasonable and timely access to local meetings, information, and records relating to its proposed and actual use of CDBG, HOME, HDG and RLF funds;
 - III. provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant;
 - IV. provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least assessing needs, review of proposed activities, and review of program performance, which hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
 - V. provides for a timely answer to written complaints and grievances, within 15 working days where practicable; and
 - VI. identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- 4) has provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG, HOME, HDG and RLF funds are proposed to be used; by:
 - I. furnishing citizens information concerning the amount of funds available for proposed housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income. Its plans for minimizing displacement of persons as a result of activities assisted with CDBG, HOME, HDG and RLF funds and its plan for assisting persons actually displaced as a result of such activities;
 - II. publishing a proposed project plan/application in such a manner to afford citizens an opportunity to examine its content and to submit comments on the proposed project plan/application and on the community development performance of the jurisdiction(s);
 - III. holding one or more public hearings, as indicated below, to obtain citizens view and responses to proposals and questions related to community development and housing needs, proposed activities and past CDBG, HOME, HDG, and RLF performances. All hearings were held no sooner than five days after notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped and for the needs of non-English speaking residents where a significant number of such residents could have been reasonably expected to applicant(s);

*** Applicant/Participant In the case of a "multi-jurisdictional" application, each participating municipality and county must hold at least one public hearing.

Public Hearings:

Date	Time	Location
_____	_____	_____
_____	_____	_____
_____ Signature, Chief Elected Official/Executive Director/President		_____ Date

ATTACHMENT B
DIVISION OF HOUSING DISCLOSURE REPORT

1. Are you requesting more than \$200,000 from the Division of Housing? Yes____ No____
2. Have you received or applied for other HUD funding for this project that would make the total amount of HUD funds in the project more than \$200,000? Yes ____ No____

If the answer to either 1 or 2 of this Part is "Yes", then you must complete the remainder of this report.

If the answer to both 1 and 2 of this Part is "No", then you are only required to sign the following certification and need not complete the remainder of this report.

I hereby certify that this information is true.

Chief Elected Official/Executive Director/President

Date

3. Financial Investors

Alphabetical List of All with a Financial Interest in the Project of over \$50,000 or 10% of Total Project Costs	Soc. Security or Employer ID #	Role in Project	Financial Interest in Project (\$ & %)

4. I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information provided or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil money penalty not to exceed \$10,000 for each violation.

Chief Elected Official/Executive Director/President

Date

ATTACHMENT C
SUGGESTED FORMAT FOR PUBLIC HEARING ANNOUNCEMENT
(Replace this form with your Notarized Proof of Publication)

This notice must be published as a legal notice in a newspaper of general circulation in the area for one day at least five days prior to the public hearing.

The _____ (Name of Applicant) will submit an application to the Colorado Division of Housing. Before an application is submitted to the Division of Housing we invite all interested persons to attend a public hearing on (Date, Time, Location). The purpose of this application is to request (Amount of DOH Funding Request) to develop (Number of Units) of rental or homes for purchase at (Street Address of Property).

The proposed development will increase the availability of affordable housing in our community. The request of funding from the Division of Housing is to benefit persons with low and moderate incomes. It is not the intent to cause displacement from any existing housing; however, if persons are displaced from their existing residences reasonable housing alternatives will be offered.

Written comments should be mailed to _____ (Mailing Address of Applicant) and will be forwarded to the Division of Housing for consideration during the application process.

If special accommodations are needed for persons attending the public hearing, please let us know in advance.

INSTRUCTIONS FOR COMPLETING PUBLIC NOTICE

State the specific purpose of the funding request, the amount requested, the address/location of the housing development or service area of the housing assistance.

The name of the applicant and the anticipated application submission date.

The time and place of the public hearing. The public hearing must be held in the community of the proposed project. For other housing assistance projects, such as down payment or housing rehabilitation assistance, it must be held at a central location.

The public hearing must be held in a location that is handicapped accessible and convenient for all citizens especially those households directly benefiting from the requested assistance.

The public hearing "proof of publication" must be submitted to DOH with the application. This submission should include the written record of comments raised by persons in attendance at the public hearing and the applicant's response.

Division of Housing staff will be in attendance at all public hearings proposing to (redevelop rental or "for sale" properties).

Applicants for DOH funding are encouraged to involve residents and local governments in their development process and in the formulation of their management policies. The Division will provide each successful DOH applicant guidelines for adopting "Good Neighbor" practices.

ATTACHMENT D

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The (City, County, Agency or Company) will replace all occupied and vacant low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with HOME funds, as required by Section 105(b) of the Cranston-Gonzales National Affordable Housing Act (42.U.S.C. 12705(b)) and or with CDBG funds, as required by Section 104(d) of the Housing and Community Development Act of 1974, as amended (the Act).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the (City, County, Agency or Company) will make public and submit to the State the following information in writing:

1. Description of the proposed assisted activity; the general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate dwelling units as a direct result of the assisted activity; and a time schedule for the commencement and completion of the demolition or conversion.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units; the source of funding and a time schedule for the provision of replacement dwelling units; and, the basis for concluding that each replacement dwelling unit will remain in a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.
3. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in items 1 through 3 are not available at the time of the general submission, the (City, County, Agency or Company) will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available and will provide relocation assistance, as described in 570.496a(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities. (name and phone number of the office) will be responsible for tracking the replacement of low/moderate income housing and ensuring that it is provided within the required period and will be responsible for providing relocation payment and other relocating assistance to any low/moderate income person displaced by the demolition of any housing or the conversion of low/moderate income housing to another use.

Consistent with the goals and objectives of activities assisted under the Act, the (City, County, Agency or Company) will take the steps indicated below to minimize the displacement of persons from their homes:

- ___ Provide substantial levels of relocation assistance, as required by 24 CFR 570.496a(b)(2). The substantial cost of providing such assistance serves as a strong deterrent to unnecessary displacement. (REQUIRED)
- ___ Replace all occupied and vacant occupiable low/moderate income housing demolished or converted as a direct result of HOME-assisted project activities, and makes such replacement housing affordable for at least ten years. The substantial cost of providing such replacement housing serves as a strong deterrent to unnecessary displacement. (REQUIRED)
- ___ Consider all practical alternatives to any proposed project, which may result in residential displacement. Alternatives to be considered include other sites for the proposed facilities/project. Also to be considered are the costs and benefits, both financial and non-financial, of each alternative.

Signature of Chief Elected Official/Executive Director/President Date

NOTE: EACH MUNICIPALITY AND COUNTY DIRECTLY PARTICIPATING IN A MULTI-JURISDICTIONAL APPLICATION IS REQUIRED TO HAVE A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN.

ATTACHMENT E
DAVIS-BACON EXCEPTION CHECKLIST

The Applicant _____ (Name) _____ affirms that (part/all) of its CDBG/HOME project is accepted from Davis-Bacon Prevailing Wage Rate Provision because:

- ____ (a) The prime construction contract funded in whole or in part with CDBG/HOME funds is less than \$2,000.
- ____ (b) The entire project consists solely of demolition. (CDBG Only)
- ____ (c) CDBG funds will be used for rehabilitating property that was designed for fewer than eight families (See Note* Below)
- ____ (d) HOME funds will be used for construction or rehabilitating property that was designed for fewer than twelve HOME designated units (See Note ** Below)
- ____ (e) Part/all of the project consists solely of delivery of goods or services. (No construction contract.)
- ____ (f) Part/all of the project will be done through a force account. (See Note* Below)
- ____ (g) There are no federal monies in the construction contract.
- ____ (h) All or a portion of the CDBG/HOME funds shall be used for the purchase of equipment:
- ____ 1) Installation of equipment is incidental (less than 13%) of the total cost (equipment PLUS installation - this requires a separate quote for equipment and the installation;
- ____ 2) NO installation costs are included in the purchase of equipment.
- ____ (i) Proceeds of the CDBG/HOME loan shall be used for working capital ONLY.
- ____ (j) The CDBG funds are used for acquisition ONLY and there is no construction.

NOTE:

*Any employees hired through a force account for a CDBG funded project will be considered Section 3 employees.

**Grantee should confirm with their state monitor regarding this option. Clarification is necessary because some housing type projects will qualify as PUBLIC facilities and not as HOUSING.

Signature of Responsible Administrator

Date

ATTACHMENT F
ACQUISITION OF LAND AND/OR BUILDINGS
SUGGESTED FORMAT FOR LETTER TO OWNER
(Replace this form with your signed letter)

Date:

Owner Name:

Owner Address:

Re: Property at: (list address here)
 Purchase Price:
 Buyer: (agency, developer, or community name)

This is to inform you that (insert buyer's name) would like to purchase the property listed above. We have offered you the purchase price listed above for clear title to the property under the conditions described in the contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. This sale is voluntary. If you do not wish to sell, (insert buyer's name) will not acquire your property. (Insert buyer's name) does not have the authority to acquire your property by force.
2. We estimate the fair market value of the property to be: (insert value).

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation.

If you have any questions about this matter, please contact (contact person) at (phone number).

Sincerely,

Applicant signature: _____

I have read the above and agree with the statements therein:

Owner signature: _____

ATTACHMENT G

Substitute Form W-9	REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION	Colorado Department of Administration Do NOT send to IRS
PRINT OR TYPE		<u>RETURN TO ADDRESS BELOW</u>
Legal Name DO NOT ENTER THE BUSINESS NAME OF A SOLE PROPRIETORSHIP ON THIS LINE. See Reverse for Important Information		
Trade Name COMPLETE ONLY IF DOING BUSINESS AS (D/B/A)		
Primary Address City, State, Zip		
Remit Address - Optional City, State, Zip		
Order Address - Optional City, State, Zip		
Check legal entity type and enter 9 digit Taxpayer Identification Number (TIN) below: (SSN = Social Security Number FEIN = Federal Identification Number)		
Individual NOTE: If no name is circled on a Joint Account the number will be considered to be that of the first name listed. <div style="text-align: right;">(Individual's SSN) _____</div>		
Sole Proprietorship (owner's SSN or Business FEIN) (SSN) _____ <div style="text-align: right;">(FEIN) _____</div>		
Partnership General Limited (Partnership's FEIN) _____		
Estate/Trust NOTE: Do not furnish the identification number of the personal representative or trustee unless the legal entity is not designated in the listed account title. List and circle the name of the legal trust, estate, or pension trust. <div style="text-align: right;">(Legal Entity's FEIN) _____</div>		
Other Groups of Individuals (Limited Liability Company, Joint Venture Association, Club) (Entity's FEIN) _____		
Corporation Do you provide medical services? Yes No (Includes corporations providing medical billing services) (Corp.'s FEIN) _____		
Government (or Gov Operated) Entity (Entity's FEIN) _____		
Organization Exempt from Tax under Section 501(a) Do you provide medical services? Yes No (Orgs EIN) _____		
Check Here if you do not have a SSN or FEIN, but have applied for one. See reverse for information on <i>How to Obtain A TIN.</i> Licensed Real Estate Broker? Yes No		
Under Penalties of perjury, I certify that: (1) The number listed on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me) AND (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends' or (c) the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition of abandonment of secured property, contribution to an individual retirement arrangement (IPA), and payments other than interest and dividends). CERTIFICATION INSTRUCTION - You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because or under reporting interest or dividends on your tax return. (See Signing the Certification on the reverse of this form.)		
AGENCY USE ONLY		
Agency _____ 1099 Y _____ N _____ Vend Addition _____ Change _____	Approved By _____ Action Completed By _____	Date _____ Date _____

ATTACHMENT H
Immigration Certification
(Replace this form with your signed letter)

The **(local government name)** does not presently have any ordinance or policy that limits or prohibits a peace officer, local official, or local government employee from communicating or cooperating with federal officials with regard to the immigration status of any person within this state.

The governing body of **(local government name)** hereby agrees that it shall provide notice in writing to peace officers of the duty to cooperate with state and federal officials with regards to enforcement of state and federal laws regarding immigration and comply with section 29-29-103(2)(a), C.R.S. A copy of the notification is attached.

(Local government name) shall provide written confirmation to the General Assembly that it has provided such notice and shall annually, on or before March 1, of each year, report to the Legislative Council of the General Assembly the number of reports made to the United States Immigration and Customs Enforcement Office as required under article 29 of Title 29, C.R.S. **(Local government name)** shall provide a copy of the annual report to the Department of Local Affairs.

(Local government name) acknowledges that it is ineligible to receive local government financial assistance through grants administered by the Department of Local Affairs until such time as it is in compliance with section 29-29-103(1) and (2)(b), C.R.S.

Signature:
(Chief Elected Official)

Title:

Date:

Attest:

Title:

Checklist/Matrix for Supporting Documents

This matrix shows those documents that are required for each application category.

	Rental – New Construction	Rental – Acquisition/Rehab	Homeownership – Downpayment Program	Homeownership – New Construction	Homeownership – Rehabilitation	CHDO Operating	Pre-Development & Needs Assessment	Submitted	<u>If not, when will it be submitted?</u> <u>Comments</u>
Att. A – Statement of Assurances	X	X	X	X	X	X	X		
Att. B – Disclosure Report	X	X	X	X	X	X	X		
Att. C – Public Hearing Announcement and Certification	X	X	X	X	X	X	X		
Att. D – URA/Relocation Plan	X	X	X	X	X	X	X		
Att. E – Davis Bacon Exemption Checklist	X	X	X	X	X	X	X		
Att. F – Acquisition of Land or Building – Letter to owner	X	X		X			X		
Att. G – Request for Taxpayer Identification Number	X	X	X	X	X	X	X		
Att. H – Immigration Certification	X	X	X	X	X	X	X		
1. IRS Determination Letter (Non-profit applicants only)	X	X	X	X	X	X	X		
2. Legal Property Description	X	X		X					
3. Site Control Documentation	X	X		X					
4. Consolidated Plan Consistency Letter	X	X	X	X	X	X	X		
5. Letters of Funding commitment from all sources of funds	X	X	X	X	X	X	X		
6. Letters From Service Providers (only for 30% AMI units)	X	X							
7. Letters of Local Government Commitment	X	X	X	X	X	X	X		
8. Environmental Studies (Phase I, Lead Based Paint & Asbestos)	X	X		X					
9. Floodplain Map	X	X		X					
10. Appraisal (or data on comparables)	X	X		X					
11. Relocation: General Notice to Tenants		X							
12. Relocation: Current Residents' Incomes		X							
13. Board resolution authorizing application	X	X	X	X	X	X	X		
14. Most Recent Audit	X	X	X	X	X	X	X		
15. Copy of Tax Credit Application	X	X							
16. Architectural Drawings and/or Photographs	X	X		X					
17. Market Study/Needs Assessment	X			X					
18. Construction Cost Estimates	X	X		X					
19. Staff Allocation Plan			X		X	X			
20. Citizen Participation Plan (CDBG funds only)	X	X	X	X	X	X	X		

Supporting Documentation Submission Order

PLEASE PUT SUPPORTING DOCUMENTS IN THE APPLICATION PACKAGE IN THE FOLLOWING ORDER:

1. IRS Determination Letter
2. Legal Description of the Property
3. Site Control Documentation
4. Consolidated Plan Consistency Letter
5. Letters of Funding Commitments From all Sources
6. Letters from Service Providers (only for 30% AMI units)
7. Letters of Local Government Commitment
8. Environmental Studies (Phase I, Lead Based Paint & Asbestos)
9. Flood Plain Map
10. Appraisal (or data on comparables)
11. Relocation: General Notice to Tenants
12. Relocation: Current Resident's Incomes
13. Board Resolution Authorizing Application
14. Most Recent Audit
15. Copy of Tax Credit Application Form
16. Architectural Drawings and/or Photographs
17. Market Study/Needs Assessment
18. Construction Cost Estimates
19. Staff Allocation Plan
20. Citizen Participation Plan (CDBG funds only)